



GIS Manager

Department: Countywide

Class Code: 6622

EEO Code: 22

FLSA: E

Effective: 01/12/1996

GENERAL STATEMENT OF DUTIES:

Under general direction; performs work of considerable difficulty in planning, and managing the continued implementation and operation of automated mapping and attribute information utilizing a computerized geographic information system (GIS); and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Plans, coordinates and manages the design, development and implementation of the County's Geographic information system; manages quality control processes for aerial photography, orthophotography, cadastral layer production and update and any other data conversion processes or products received from vendors or produced internally; oversees GIS applications development and preparation of cost estimates and time schedules; directs preparation of system and application installation documentation; determines specialized mapping needs of various county departments and oversees the development of graphic coverage to meet those needs; coordinates GIS activities with county departments; acts as liaison in defining GIS needs for hardware, software and communication; develops and implements training programs for both subordinate staff and the user community; identifies, evaluates and resolves technical issues related to GIS; administers GIS operating budget; trains, coaches and evaluates staff; participates in county meetings and serves on committees; manages the systematic update of various coverage in the graphic database; manages and prioritizes the development of applications to perform certain tasks utilizing the GIS; manages the addition of tabular (attribute) data to the GIS from various mainframe systems in order to graphically view tabular data; maintains the data dictionary for the database; develops and maintains GIS operation procedures; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of geographic processes and techniques; of GIS concepts and practices; of computer sciences related to GIS; of map creation processes; of map reproduction processes; of coordinate systems; of reading and interpreting deeds and plats; of effective supervisory principals and practices. Considerable skill coordinating projects with various departments; in communicating effectively both orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor's degree in GIS or related field and four years of progressively responsible experience in cartography and geographic information systems including one year of supervisory experience; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
